

THE BROOMFIELD BAY AQUATIC PARK
Group Reservation Information

The Broomfield Bay is excited to offer group rates to summer groups with more than ten paying participants. Group rates are approximately 10% off of the daily admission rates, according to the "residency" of the group.

To make a group reservation, please complete the attached Reservation Request and Group Agreement. Requests may be submitted by secure e-fax to 303.410.3818 or emailed to baygroup@broomfield.org. Questions may be directed to 303.464.5509. Please select Option #4.

Reservations will be processed, first come first serve, according to the following schedule:

RESIDENT REQUESTS: February 1st of current year

NON-RESIDENT REQUESTS: March 1st of current year

BILLING POLICIES & PAYMENT OPTIONS: Head counts will be verified upon your arrival to the Bay. If your actual headcount changes significantly from your reservation, you will be allowed an adjustment of 15 participants from your original reservation. For example, if your reservation was made for 50 participants and your group arrives at the Bay with 25 participants, your organization will be billed for 35 participants (50 - 15 = 35). If your group arrives with more participants than estimated, you will be charged for each participant over your estimated booking. For safety purposes, the possibility exists that your group will not be allowed into the Bay on arrival if your actual numbers are higher than your estimate.

To better serve you and expedite your admittance into The Bay, payment will **NOT** be taken at The Bay upon arrival. To reserve your booking at The Bay, all groups will be asked for credit card information and charged a \$5.00 reservation fee. Final payment will be charged to the credit card on file. Arrangements must be made at the time of booking for payment by check. *Payment may not be made on the day of your visit.*

CANCELLATION POLICY: Groups must notify us at least 30 days in advance of your reservation if you choose to cancel. "No call, no show" groups will be charged in full for their reservation.

CHECK IN: A representative from each group will need to check in at the front desk with a pool manager no earlier than 10:30 a.m. To better accommodate your group, our pool manager will direct you and your participants to the North Gate for entry into The Bay. Each group will be assigned to a group pavilion as a "Base" during your visit. Seating for all participants cannot be guaranteed at this time. Please ask the pool manager for further details upon your arrival to the Bay.

Groups arriving by bus - we ask that kids stay on the bus until the group has been checked in. Bus drivers will need to park the bus across the street or down the street at the ballpark parking lots. Parking is NOT available at the Bay or adjacent Community Center lots due to limited parking availability.

SUPERVISION: Your group must provide a minimum of one swimming adult supervisor for every ten children (Age 7-13). We require a minimum of one swimming adult supervisor for every five children (Age 6 and younger and those that do not pass our swim test). Children 6 & under and all non-swimmers must be accompanied in the pool and stay within arms reach of the children at all times. We encourage children 6 & under and non-swimmers to wear lifejackets in the water. Lifejackets do not replace the need for direct supervision in the water at all times, but do add another safety measure. Lifejackets are provided at the Bay, free of cost.

Special needs requests will be considered. Please note that additional adult supervisors will increase your headcount and your billing.



THE BROOMFIELD BAY AQUATIC PARK Group Reservation Information

INCLEMENT WEATHER AND CLOSURE POLICIES: The Bay will be open if the temperature is projected to be at least 68 degrees. If closure occurs due to inclement weather, you will be contacted by our staff about your options and how we can best accommodate your group. Groups may be rescheduled if space allows or transferred to the Paul Derda Recreation Center (PDRC) if space allows. Additional fees may apply for room use at PDRC. Please see our website for additional information about PDRC group reservations and food policies.

No refunds will be issued for closure due to inclement weather.

If the temperature is projected to be 68 degrees during the day, The Bay will open and all groups are expected to attend. "No call, no show" groups will be charged in full for their reservation.

The facility must be cleared (including the locker rooms) any time lightning is observed in the area. The facility will be closed for at least 20 minutes after the last sighting of lightning or longer depending on the length and severity of the storm. The pool may close temporarily or permanently throughout the day due to inclement weather, lightning, or fecal accidents. Same day use passes will be given in the event the Bay re-opens. **Around 2pm every day, all pools and slides will be cleared for a 20 minute safety check. Adults (18+ ONLY) are allowed to swim in the main pool during this time.** No refunds will be issued for intermittent or permanent closures of the facilities.

HEALTH & SAFETY POLICIES: Prevention of accidents and injuries is our mission to provide a safe and fun experience at the Broomfield Bay. Please read over and share these with your guests.

- **Swimmers 3 & under must wear a swim diaper!!!**
- **If you have or have had diarrhea in the past two weeks, do not use the pool!**
- Do not use the pool if you show any signs of illness or injury
- All swimmers must take a full shower before entering the pool and after using the restroom.
- Immediately report any unidentified objects in the pool. We will clear the pool anytime a fecal accident is discovered.
- Please dispose of all diapers in trash cans
- No glass containers, sharp knives or alcoholic beverages
- We recommend that all participants wear sunblock with at least a minimum SPF of 15.
- Check in with your kids frequently, make them take breaks to rest, re-hydrate, get out of the sun, use the restroom, and reapply sunblock! Remember this is an outside facility, and bees/wasps may be present.

GENERAL POOL RULES:

- **Walk please - no running!**
- **No diving anywhere in the pool area!**
- Participants must be 48 inches or taller to ride the slides without an adult and be able to swim. If participants do not meet the height requirement, they may take a swim test. Upon passing a swim test, they will receive a wristband that will allow them to go down the slides alone. Parents may go down all slides with their children to help keep them safe! Children 6 & under and non-swimmers must be accompanied in the pool and have direct supervision at all times.
- **Check out our posted pool and slide rules around the park for additional information. A full list of our rules may also be found on our website!**

Please see our website for additional information: www.broomfieldrecreation.com

Important Phone Numbers:

Bay Aquatic Park	303-464-5520
Broomfield Community Center	303-464-5500
Paul Derda Recreation Center	303-460-6900
Reservation Line	303-464-5509



THE BROOMFIELD BAY AQUATIC PARK
Group Reservation Request

Please submit by secure e-fax to 303.410.3818 or email to baygroup@broomfield.org

Requestor/ Responsible Party: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number *: _____

** Please record the best number to reach your group during the summer*

Email Address: _____

Payment Information:

Billing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Reservations staff will contact you for payment due at the time of booking. If your request is approved, a \$5.00 reservation fee will be charged and you will receive an emailed confirmation receipt with your approved date(s) and reservation number. Please note that you may have received alternative date(s) requested. Review the confirmation for actual reservation dates. Remaining fees will be assessed based on your group headcount(s).

- o Credit card # on file is required for all reservations.
- o Receipt of payment will be delivered via email, unless otherwise requested.

RESERVATION REQUEST - EARLIEST ARRIVAL TIME IS 10:30AM

Requested Date	Alt Date	# of Participants	Age Group	# of Supervisors
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOR OFFICE USE ONLY

Date Received: _____ Walk-in / Fax / Email PDRC / BCC Time: _____ Staff: _____



THE BROOMFIELD BAY AQUATIC PARK
Group Reservation Agreement

Please read and initial each item and sign the bottom. Completed Group Agreements must be submitted with reservation request.

I understand that participant head counts will be verified upon arrival to the Bay. I agree that if my group's actual headcount changes significantly from our reservation, I will be allowed an adjustment of 15 participants less than my original reservation for billing purposes.

I understand that adult leaders are responsible for the safety of their group participants. I agree that I will provide at least 1 adult in the water directly supervising every 5 children who are 6 & under or who are non-swimmers.

I agree that all children 3 and under will wear swim diapers in the pool.

I agree that alcohol, glass containers, and weapons are prohibited from entering the Bay Aquatic Park.

I understand that my group will not be refunded if the pool temporarily or permanently closes throughout the day due to inclement weather, lightning, or fecal accidents. I understand that the pool/slides close every day around 2pm for a 20 minute safety check.

I understand that if the outside temperature is projected to be 68 degrees during the day, The Bay will open and we will expect all of our groups to attend. "No call, no show" groups will be charged in full for their reservation.

I understand that I must notify the Broomfield Bay at least 30 days in advance of my reservation if I choose to cancel. I understand that "No call, no show" groups will be charged in full for their reservation.

I understand that I will need to provide credit card information and pay a \$5.00 reservation fee at the time of booking. Remaining fees will be charged based on headcounts for my group.

I have read and agree to the policies of the Broomfield Bay Group Reservation Agreement.

I agree that failure to abide by the above mentioned policies may result in additional fees, cancellation of your current rental and/ or denial of future rentals.

Requestor/ Responsible Party (Print)

Signature

Date